

*April 2023*

---

City of Ellsworth

*CITY OF  
ELLSWORTH  
MONTHLY  
MANAGEMENT  
TEAM REPORTS*

---

1 City Hall Plaza  
Ellsworth, ME 04605

Phone: 207-667-2563  
Fax: 207-667-4908

*Management Team Reports—April 2023*



# TABLE OF CONTENTS

Title	Page Number
Assessing Department	3
Building Maintenance	4
Clerk's Department	5
Code Enforcement	6
Economic Development	7
Finance Department	8
Fire Department	9
General Assistance	11
Human Resources	12
Library	13
Planning Department	14
Police Department	15
Public Works	17
Harbor Department	18
Tax Office	19
Wastewater Department	20
Water Department	21
Watershed Steward	22

1 City Hall Plaza  
Ellsworth, ME 04605

Phone: 207-667-2563  
Fax: 207-667-4908



*Management Team Reports—April 2023*

# ASSESSING DEPARTMENT

---

## **PP Updates**

Personal property (PP) for businesses are updated every year. We send declaration notices. A good portion of the responses usually say same as last year. New items are added or old items deleted. We also send out the Business Equipment Tax Exemption (BETE) to all non-retail businesses. Many BETE forms are completed each year. Some businesses choose not to file for BETE because each and every item must be declared and they believe it is perhaps costing them more to take the time and file compared to the savings they would receive.

## **Building Permit Import Capability**

We are progressing with technology now available with our VISION assessing software to import from spreadsheet data. As long as we have a unique parcel identifier, we now can import a spreadsheet directly into Vision. There is a standard header row required for the permit import to process, so once we validate and convert to TXT, this will very successfully save much data entry time.

## **Street Names and Numbers**

Issued several new street numbers and street names this month.

## **Tree Growth (TG) Updates**

As reported earlier, land enrolled in the TG program are recertified every ten years. Recertification does require a licensed forester to review the land prepare a new application for the property owner to sign and submit. We have several we'll be updating for this fiscal year, but typically the changes, if any, are minor changing hardwood or softwood to mixed wood classification.

## **RV Parks and Mobile Home Parks Update**

Every year we request updates to each RV and MH park, and we've sent out the notices for this year. This way we keep on top of who owns what where. For MH parks, a building permit is required to remove and/or add a new structure, but for RV parks we rely on the park owner to keep us informed.

## **Appreciation Review**

We are constantly looking at the real estate price changes so that we can best estimate what the changes are each year we need to make to stay reasonably close to the market prices.

## **Land Splits and Subdivisions**

We are in the process of making changes and repricing remaining land to reflect new splits (or mergers) and new subdivisions since last April 1st 2022.

---

1 City Hall Plaza  
Ellsworth, ME 04605

Phone: 207-667-8674  
Fax: 207-667-4908  
Email: lgardiner@ellsworthmaine.gov

Larry Gardner, Assessor

*Management Team Reports—April 2023*



# *BUILDING MAINTENANCE*

---

## **Building Maintenance Report April 2023**

- Completed exterior cupola window repair & painting.
- Started the repairs on exterior wood trim on City Hall (lower level).
- Made some repairs inside of the URCI building.
- Repaired the side entry door on garage at the fire training site.
- Turned on water at Demeyers field restrooms for the season only a couple small repair issues.



---

1 City Hall Plaza  
Ellsworth, ME 04605

Phone: 207-669-6617  
Fax: 207-667-4908  
Email: [jmclean@ellsworthmaine.gov](mailto:jmclean@ellsworthmaine.gov)

Jim McLean, Facilities Director

*Management Team Reports—April 2023*



# CLERK'S DEPARTMENT

Below is the revenue and activities of the Clerk's Department for April 2023.

Inland & Fisheries Licenses	4927.25
Sales Tax	3080.16
Agent Fees/Excise Tax	2022.65
<b>Total Paid to IFW</b>	8007.41
<b>City Revenue</b>	2022.65
<b>Total Revenue Collected</b>	10030.06

Category of Document	State Fee per record
Certified Birth	86.00
Additional Copies of Birth	2.80
Certified Death	20.00
Additional Copies of Death	16.40
Certified Marriage	6.00
Additional Copies of Marriage	0.00
Marriage License	12.00
Burial Permit	72.00
<b>Total Paid to State</b>	215.60
<b>City Revenue</b>	1278.40
<b>Total Revenue Collected</b>	1494.00

<b>Total State Revenue</b>	8293.01
<b>Total City Revenue</b>	3717.80
<b>Total Paid to Franklin</b>	0.00
<b>Total Revenue</b>	12010.81

SHELLFISH LICENSES	
Recreation Peck only	0
Resident	0
Non-resident	0
Sr./Jr.	0
<b>Total Licenses Issued</b>	0
<b>Revenue Paid to Franklin</b>	0.00
<b>City Revenue</b>	0.00
<b>Total Collected Revenue</b>	0.00

Other Revenues	
Dog Licenses	14
<b>Total Paid to State</b>	70.00
<b>City Revenue</b>	234.00
<b>Total Dog Revenue</b>	304.00
Business Licenses	165.00
DBA Recording	
Notary/Copies	17.75
Rental Fees	
<b>Total Other Revenue</b>	182.75

There were 2 training days in April via Zoom for clerk's certification. There were 2 City Council meetings attended, and various budget meetings. The Clerk's office is seeing increased boat registrations - tis the season!

If you have a boat, it expired in December. Please bring old registrations in so we can ensure we re-license the correct vessel. This is the same requirement if you were licensing a car.

1 City Hall Plaza  
Ellsworth, ME 04605

Phone: 207-667-2563  
Fax: 207-667-4908  
Email: [tdyer@ellsworthmaine.gov](mailto:tdyer@ellsworthmaine.gov)

Toni Dyer, City Clerk

*Management Team Reports—April 2023*



# CODE ENFORCEMENT

The Code Enforcement Office is responsible for permitting of all construction and land use projects. They perform inspections and site visits to ensure compliance with Federal, State, and local rules, policies, and ordinances. They also facilitate enforcement of all ordinances.

Detail	Permits	Fees
Res. Building permits	8	\$2,908.20
Res. Accessory permits	21	\$1,326.39
Commercial Permits	9	\$39,640.60
Internal Plumbing Permits	9	\$800.00
Subsurface Wastewater Permits	6	\$1,475.00
Res. Electrical Permits	6	\$210.00
Comm. Electrical Permits	7	\$1,012.50
Sign Permits	0	\$0.00
Business Permits	2	\$20.00
Shoreland Permits	0	\$0.00
Sewer Connection Permits	1	\$47,150.00
Development Dist. Permits	1	\$13,855.80
Minor Site Dev. Permits	0	\$0.00
Road Opening Permits	3	\$75.00
Flood Hazard	0	\$0.00
Planning Fees	5	\$525.00
Violations	0	\$0.00
<b>Total</b>	<b>78</b>	<b>\$108,998.49</b>

Inspections	
Electrical	17
Septic	7
Internal Plumbing	12
Certificate of Occupancy	7
Land Use	15
Health	1
Building	16
Junkyard	0
Business License	4
Shoreland	3
Complaints	21
Maine Organics	4
<b>Total</b>	<b>107</b>

1 City Hall Plaza  
Ellsworth, ME 04605

Phone: 207-667-4910  
Fax: 207-667-4908  
Email: [lroberts@ellsworthmaine.gov](mailto:lroberts@ellsworthmaine.gov)

Lori Roberts, Code Enforcement Officer

*Management Team Reports—April 2023*



# ECONOMIC DEVELOPMENT

---

## April 2023

- Met with members of the City Council, Manager, and ED/Board members of the Heart of Ellsworth to discuss interest in pursuing quarterly meetings with citywide economic development stakeholders (City, Heart of Ellsworth, Chamber of Commerce, Ellsworth Business Development Corporation) in order to open lines of communication between these entities.
- Prepared for and attended April 10<sup>th</sup> City Council meeting.
- Met with consulting group hired to facilitate the City's Business Attraction and Development Plan to discuss next steps moving forward and to discuss their May visit to Ellsworth to meet with the steering committee, tour the City, and conduct stakeholder interviews.
- Met with ED of the Woodlawn and the Grand to discuss programming.
- Communicated with downtown property owners and realtors to understand plans for certain properties in the downtown.
- Prepared for and facilitated Broadband Committee meeting to provide update on interviews with internet service providers and discuss next steps.
- Attended a meeting to review and provide initial feedback on a potential housing development project.
- Continued to discussions with Bar Harbor staff on regional coordination potential on larger area wide issues such as housing, transportation, and workforce.
- Attended internal City staff Communications Committee meeting.
- Met with marketing consultant for Union River Center for Innovation to discuss a promotion strategy to disseminate new marketing materials for the Center. Began implementing the strategy.
- Met with owners of a local food manufacturing company and toured their Ellsworth facility.
- Prepared and shared data, plans, studies, information, etc. as requested by the Business Attraction and Development Plan consultants in order to begin to inform the new plan and planning process.
- Created a list of Business Attraction Plan Steering Committee members and invited members to participate in the process. Created a list of stakeholders to be interviewed and help inform the plan. Began scheduling meetings/ interviews/tours for the consultants' May visit.
- Attended TRT meeting.
- Attended Wellness Committee "Lunch and Learn".
- Met with a representative of a company looking to site a battery storage facility in Ellsworth.
- Attended a webinar on the proposed legislation in place to update/modify the Pine Tree Development Zone program.
- Prepared for and attended Ellsworth Business Development Corporation meeting.
- Met with potential new business incubator tenant at Union River Center for Innovation to discuss his space needs at the Center.
- Met internally to discuss initial logistics for Franklin Street Parklet setup for 2023.
- Attended the Maine Downtown Center/Maine Development Foundation awards ceremony in Brunswick.
- Met with new Administrative Assistant/Communications Specialist to discuss how we can work together in the near future.
- Attended internal Traffic Safety Committee meeting, with a focus on the DOT's Village Partnership Initiative program. To follow up, met with regional planner from the DOT to discuss a potential scope of work for the Village Partnership Initiative program.

---

1 City Hall Plaza  
Ellsworth, ME 04605

Phone: 207-669-6655  
Fax: 207-667-4908  
Email: [jrichards@ellsworthmaine.gov](mailto:jrichards@ellsworthmaine.gov)

Janna Richards, Economic Development Director

*Management Team Reports—April 2023*





# FINANCE DEPARTMENT

---

## April 2023

### Anne Laine, Finance Director

- Audit & Reconciliation of 941 reports 2020-2023
- Attend Finance Committee meetings
- Attended EnviroGrant meeting to work on reconciliation for funds received to date
- Review of outstanding LT/ST debt to ensure compliance with MMBB
- Preparation of paperwork for Spring Bond Issue
- Review of Capital Asset Inventory- multiple corrections
- Attended Capital Assets accounting workshop
- Preparation of annual PUC report and request for extension
- Review of State Fuel Tax Refund Audit

### Deb Worden, Assistant Deputy Treasurer

- Performed daily cash ups when necessary
- Posted batches after cash ups
- Process A/P invoices
- Prepared weekly warrant when necessary
- Review & prep new RH Foster cards and pins
- A/R monthly invoicing
- A/R payment processing
- Yearly sanding billing
- Work on and resolve IRS 1099 issues
- Letters to vendors requesting updated W-9
- Work on vendor certificates of liability
- Credit card statements
- Vendor statements

### Toni Dyer:

- Payroll
- Finish the budget, workshop meetings scheduled and attended

### Mae Wyler, Deputy Finance Director

- Worked with Auditors on FY 2022 issues and irregularities
- Attended multiple Finance related meetings
- Identification and Correction of numerous G/L entries 2021-2023
- GL entries for daily cash receipting, tax and payroll
- Assist Anne with IRS audit
- Maintain daily Finance ops to allow Anne to focus on some major tasks
- Adjusted journal entries for FY 2023 to correct start balance
- Bank transfer oversight

### Christina Harding, Assistant Deputy Treasurer

- Process A/P invoices
- Prepare Weekly A/P warrant
- Process daily bank deposits and electronically file daily reports
- Transfer Station and Library daily cash ups, post batches, and process deposits
- Continue working on Vendor list to deactivate inactive vendors
- Review and update Vendors needing IRS 1099
- Reviewed bond payments to process and set up reminder for future payments
- Monthly finance petty cash report

## Upcoming—May

### Anne Laine

- Complete update of Capital Asset Inventory
- Work on Caselle implementation- placed on schedule, and now need data dump
- Attend management team meeting

### Christina Harding

- Process invoices
- Weekly A/P warrant
- Process daily bank deposits

### Toni Dyer

- Payroll
- Finish the budget, workshop meetings scheduled and attended

1 City Hall Plaza  
Ellsworth, ME 04605

Phone: 207-669-6602  
Fax: 207-667-4908  
Email: [alaine@ellsworthmaine.gov](mailto:alaine@ellsworthmaine.gov)

Anne Laine, Finance Director

*Management Team Reports—April 2023*





# *FIRE DEPARTMENT*

---

## **Meetings:**

Weekly Meeting with Fire Inspector  
Management Team Meeting  
Council meeting  
Budget Workshop  
Mutual Aid Meeting with BH/MDI  
NLMT Regional EMS Meeting  
NLMT Dispatch Meeting

## **Summary of Department Activity:**

### **Calls for Service:**

- The Ellsworth Fire Department responded 149 calls in the month of April.
  - 114 EMS calls
    - 35 calls were fire related calls.
    - 2023 Year to date 645 calls for service. (Jan – Apr)
      - 2022 year to date for 539 calls for service
        - 106 calls increase over the same period YTD 2022

### **Training:**

- FD has logged over 300 hours of training ( departmental, and shift training).
- Thomas Canavan and Chief Guillerault attended a 2-day Incident Safety Officer Certification program in Augusta.
- Chief Guillerault 3 days in Brewer for FEMA training- Critical Infrastructure Protection and Threat & Hazard Identification & Risk Assessment.

### **Community Engagement:**

- Ellsworth Fire Department participated with the Police Department in the presentation of the “Every 15 Minutes” program.

### **Equipment & Projects:**

- FD Bay 2, 3, & 4 electric panel breaker tripping. Being addressed by Jim and an Electrician.
- Jim repaired door to the red building at the training site that was destroyed during the break-in in 2022.
- RFP is being drafted for addition to Red Fire station at the training site to house Engine 7. Ongoing not submitted yet.

### **Additional Comments:**

- Chief Belletete and Captain Kennedy traveled to NJ to pick up the “new to us” ambulance.
- Maine EMS licensing to become a transport service is currently in process. Establishing EMS billing capability is also in process.
- Equipment and supplies have been purchased to outfit the new ambulance per MAINE EMS requirements. Still waiting on some back ordered items.
- Car 1 was damaged in a parking lot while unattended. Damage report submitted to HR. MMA sent an adjuster out to evaluated damage.
- New Year’s Eve storm caused damage to the Fire Training Building roof. A RFQ will need to go out for repairs.

---

1 City Hall Plaza  
Ellsworth, ME 04605

Phone: 207-667-8666  
Fax: 207-667-4908  
Email: [sguillerault@ellsworthmaine.gov](mailto:sguillerault@ellsworthmaine.gov)

Scott Guillerault, Fire Chief

*Management Team Reports—April 2023*



# FIRE DEPARTMENT

Major Incident Type	# Incidents	% of Total
Fires	3	2.01%
Rescue & Emergency Medical Services	116	77.85%
Hazardous Condition (No Fire)	6	4.03%
Service Call	4	2.68%
Good Intent Call	10	6.71%
False Alarm & False Call	10	6.71%
<b>Total</b>	<b>149</b>	<b>100%</b>

Incident Type	# Incidents	% of Total
111—Building Fire	1	0.67%
114—Chimney or flue fire, confined to chimney or flue	1	0.67%
142—Brush or brush-and-grass mixture fire	1	0.67%
311—Medical assist, assist EMS crew	36	24.16%
321—EMS call, excluding vehicle accident with injury	75	50.34%
322—Motor Vehicle accident with injuries	2	1.34%
324—Motor Vehicle accident with no injuries	1	0.67%
381—Rescue or EMS standby	2	1.34%
412—Gas leak (natural gas or LPG)	3	2.01%
413—Oil or other combustible liquid spill	2	1.34%
440—Electrical wiring/equipment problem, other	1	0.67%
554—Assist invalid	3	2.01%
571—Cover assignment, standby, moveup	1	0.67%
611 - Dispatched & cancelled en route	4	2.68%
622 - No incident found on arrival at dispatch address	4	2.68%
631 - Authorized controlled burning	1	0.67%
651 - Smoke scare, odor of smoke	1	0.67%
730 - System malfunction, other	1	0.67%
744 - Detector activation, no fire - unintentional	2	1.34%
745 - Alarm system activation, no fire - unintentional	7	4.7%
<b>Total</b>	<b>149</b>	<b>100%</b>

1 City Hall Plaza  
Ellsworth, ME 04605

Phone: 207-667-8666  
Fax: 207-667-4908  
Email: [sguillerault@ellsworthmaine.gov](mailto:sguillerault@ellsworthmaine.gov)

Scott Guillerault, Fire Chief

*Management Team Reports—April 2023*



# GENERAL ASSISTANCE

---

## IMPORTANT INFORMATION

Many unanticipated and unexpected events can happen that could put someone in a trying situation. The first thing one should check into is the possibility of family members lending a helping hand. After exploring that option, visit the nearest Department of Health and Human Services office (1-800-606-0215) where applications are available for food stamps, TANF (Temporary Assistant to Needy Families), ASPIRE (Additional Support for People in Retraining and Employment), and other emergency assistance programs. Loaves & Fishes (in Ellsworth), the Pantry (in Blue Hill), and the Emmaus Center (in downtown Ellsworth), all help with food if requested. LIHEAP (Low-Income Home Energy Assistance Program 1-800-452-4668), and DCP (Downeast Community Partners 207-664-2424) help eligible clients with their heating needs during the winter months. The MDI Housing Authority (207-288-4770) helps with subsidized housing.

As previously stated, the General Assistance Program at City Hall is here to help those eligible with many of these same needs. There is an application which is filled out during an interview. The GA Administrator has 24 hours in which to make a determination of eligibility (based on criteria as determined by the Federal Government and State Law) and grant assistance if the applicant is found to be eligible. *Please call the GA Program Administrator for an appointment at (207)669-6630.*

The City of Ellsworth has also created an Emergency Fuel Discretionary Fund for Ellsworth residents that do not qualify through regular General Assistance Programs, but are struggling to stay warm and on top of heating bills. Donations for this fund are accepted from any resident or business wishing to help. Money donated will be used strictly for the Discretionary Fuel Fund. If you are interested in donating to this fund or find yourself in need of applying for this assistance, you may contact Ellsworth City Hall at (207)669-6630.

---

1 City Hall Plaza  
Ellsworth, ME 04605

Phone: 207-669-6630  
Fax: 207-667-4908  
Email: [thowes@ellsworthmaine.gov](mailto:thowes@ellsworthmaine.gov)

KaTina Vanadestine, GA Administrator

*Management Team Reports—April 2023*



# *HUMAN RESOURCES*

---

## **April 2023:**

- Completed anniversary updates for employees.
- Completed onboarding process for new employees.
- Processed monthly health insurance, retirement, life insurance, and all other benefit invoices.
- Attended Management Team Meetings.
- Attended Safety Committee meeting.
- Generated monthly URCI tenant rent invoices.
- Processed first report of injury reports.
- Conducted meetings with department heads and employees with HR needs.
- Met with Manager Moshier throughout the month to discuss HR matters.
- Attended Communications Committee Meeting.
- Attended Wellness Committee meeting
- Processed property and casualty claims

## **Upcoming in May:**

- MMA Personnel Practices Training

---

1 City Hall Plaza  
Ellsworth, ME 04605

Phone: 207-669-6603  
Fax: 207-667-4908  
Email: [ktaylor@ellsworthmaine.gov](mailto:ktaylor@ellsworthmaine.gov)

Kerri Taylor, Human Resources Director

*Management Team Reports— April 2023*



# LIBRARY

---

## Programs

- April youth programs: 19 programs, attended by 328 people
- April adult programs: 20 programs, attended by 169 people

## Notable Meetings/Partnerships

- Director attended the following city meetings: communication 4/12, wellness 4/19, management team 4/6, and professional development 4/14.
- Open House planning meeting on 4/7 with director, Renee, Keli, Janna and Cara.
- Storywalk plans finalized with Ellsworth Garden Club and Frenchman Bay. Installation 4/24 – Thank you Matt Williams and Ellerie Ezekiel.
- Cheryl began outreach visits at the Moore Center and Beechland school.
- Renee was in charge of 2 tai chi workshops, a History of the Scenic Railroad, DIY Wednesday, and author visit Robert Klose. She is also busy planning summer programs and looking into outreach opportunities.
- Staff meeting to discuss SRP. The schedule will come out late May. Kids will receive a registration prize, and prizes after 20 and 40 days of reading for 20 minutes per day. Adults will be eligible to enter a drawing every time they return books. The two adult grand prizes will be Grand tickets & restaurant gift card and a local product basket.
- Director met with the EEMS principal on 4/6 to discuss collaboration and summer reading promotion.
- Director gave a presentation on the library at the noontime Rotary on 4/27.

## Projects in April

- Weeded YA and finished putting genre labels on the YA collection.
- Began work on rebrand to update logo & choose official fonts, and colors.
- A small reorganization has begun on the main level to make way for a new bookshelf in the book store area.
- Preparation for the Open House, promo material was made and sent out. Hannaford will donate \$100 of food. 23 organizations have been confirmed. Whippoorwill Wood will be playing outside.

## Statistics

- Library visits: 5,115
- Wi-Fi users: 1,618
- Computer passes: 187
- New library cards: 66
- Total print material circulation: 5,469
- Total Cloud Library circulation: 708

---

1 City Hall Plaza  
Ellsworth, ME 04605

Phone: 207-667-6363  
Fax: 207-667-4908  
Email: [slesko@ellsworthmaine.gov](mailto:slesko@ellsworthmaine.gov)

Sarah Lesko, Library Director

*Management Team Reports— April 2023*



# PLANNING DEPARTMENT

## Departmental Activities

- Planning Board & Administration of Unified Development Ordinance (UDO)
  - The Planning Board held its regular meeting April 5, 2023.
  - Projects included: 1) Preliminary Plan for Minor Subdivision Washington Luxe/3 Ruger Way and 2) Preliminary Plan Review for Minor Structure Subdivision 19 South Street/Langley/Rayeless LLC
  - Assisted a number of property owners and/or prospective developers with potential projects.
- Comprehensive Plan Steering Committee
  - Held meetings on April 24th, 2023 to provide update on consultant's work beginning Inventory and Analysis and expound on plans for initial public engagement.
- Zoning / UDO
  - N/A
- Parks & Recreation – Support to Recreation Commission
  - Scheduled, advertised, prepared for, and followed up on Recreation Commission meetings. Draft or approved minutes are posted with their associated meeting notice and agenda: <https://www.ellsworthmaine.gov/government/boards-commissions/recreation-commission/>.
  - Regular meeting cancelled for lack of quorum. Special Meeting held April 25<sup>th</sup>.
- EnviroGrants
  - Held meeting of EnivroGrant Committee on April 3<sup>rd</sup>.

## Meetings/Significant Contacts

- Regular Planning Board Meeting – April 5th
- Met with Council members who missed March Comp. Plan Steering Committee meeting to provide updates- April 3<sup>rd</sup>
- Attend Monthly Management Team Meeting- April 6th
- Met with Maine Association of Planners Conference Committee – April 10<sup>th</sup>, April 25th
- Met with Staff and developer to discuss project- April 10th
- Planning Board Site Visit to 30 Old Mill Road- April 10th
- Had discussion on solar bonds with CEO and solar developer– April 12th
- Attend Monthly Communications Team Meeting- April 12<sup>th</sup>
- Attend stormwater infrastructure training with Public Works Dir.- April 12th
- Attend Monthly Traffic Safety Committee Meeting- April 13th
- Met with developer to discuss potential issues with project related to parking- April 13th
- Met with forester who created existing forest management plan for the Public Forest- April 13th
- Have initial kick-off meeting with Comprehensive Plan consultant- April 13th
- Performed initial safety walkthrough of Card Brook prior to Card Brook clean-up- April 14th
- Attend monthly Wellness Committee Meeting- April 19th
- Attend Site Visit and Inspection with CEO and Fire and LS Inspec.- April 20th
- Attend green Ellsworth Union River Watershed Meeting- April 20th
- Met with Staff and developer for potential future project- April 21st
- Comprehensive Plan Check-in with Consultant- April 21<sup>st</sup>, April 28th
- Card Brook Clean-up- April 22nd
- Met with Heart of Ellsworth ED re. grant opportunity- April 24th
- Met with City attorney to discuss zoning issues- April 25th
- Walk the Public Forest to look for blow downs/ maintenance needs- April 27th
- Met with Staff and DOT to discuss grant opportunity— April 28th
- Professional Development Training- April 14th
- Lunch & Learn- April 18th

1 City Hall Plaza  
Ellsworth, ME 04605

Phone: 207-669-6615  
Fax: 207-667-4908  
Email: [mwilliams@ellsworthmaine.gov](mailto:mwilliams@ellsworthmaine.gov)

Matthew Williams, City Planner

*Management Team Reports— April 2023*



# *POLICE DEPARTMENT*

---

## **Project Hope**

- There were no Project Hope Participants

## **SRO**

- Cpl. Merchant with assistance from the police and fire departments completed the Every 15 Minutes program with the EHS juniors and seniors. This is the first time we have done the program since 2018.

## **Training**

- Officers Skinner and Chandler attended Reid Interrogation training.
- Det. Weatherbee assisted the Maine Criminal Justice Academy with firearms training for the cadets.

## **Patrol**

- Officer Bagley will be graduating the Maine Criminal Justice Academy in May.
- Evan Cottle has begun his training and will hopefully be attending the academy in August.

## **Significant Cases**

- Officers responded to 607 calls for service and conducted 392 traffic stops in April.

## **Grant Funding:**

- Officer worked OUI enforcement, Speed Enforcement and Underage Drinking Enforcement details all funded through BHS and EUDLE. This work will continue through the summer months.

## **Chief's Meetings this month**

- 4/01 Participated in a fill the cruiser food driver to benefit area food pantries.
- 4/05 Attended D.A.R.E graduation for the 5th grade classes at EEMS.
- 4/06 PD Command staff meeting
- 4/06 Management Team meeting.
- 4/10 MCOPA training committee meeting.
- 4/10 Council meeting
- 4/12 MCOPA Board Meeting
- 4/13-24 Vacation
- 4/26 Meeting about traffic for Bates High St. project.
- 4/26 Franklin St. Parklet set up meeting.
- 4/27 Every 15 Minutes EHS
- 4/28 Every 15 Minutes funeral EHS.

---

1 City Hall Plaza  
Ellsworth, ME 04605

Phone: 207-667-2168  
Fax: 207-667-4908  
Email: [gmoshier@ellsworthmaine.gov](mailto:gmoshier@ellsworthmaine.gov)

Glenn Moshier, Police Chief

*Management Team Reports— April 2023*





# POLICE DEPARTMENT

## Ellsworth Police Monthly Law Offense Counts

Offense Description	Total
All other theft	5
Ambulance Assistance	2
Amphetamine Assistance	1
Animal Emergency—Response	5
Assist—Fire Department	6
Assist—DHS	2
Assist Local Police Dept.	2
Assist MDEA	1
Assist Warden Service	1
Assist Sheriff's Department	7
Attempt to Locate	1
ATV Complaints	2
Bail Check—No violation	1
Barbituate—Possession	2
Blue Papers	2
Business License	1
Carrying Prohibited Weapons	1
Check wellbeing of person	38
Citizen requested assistance	4
Citizen traffic complaint	40
Civil problem	5
Civilian Ride-Along	4
Cocaine—possession	1
Concealed weapon permit	4
Conditional release violation	7
Criminal threatening/harassment	11
Criminal arrest warrant	7
Criminal mischief/damage	3
Disorderly conduct	11
Distracted Driving	10
Dog Bite	1
Dog nuisance	2
Driving Under Influence Liquor	1
Drug Intelligence Information	11
Escort	4
False 911 call	90
False alarm	27
Family Fight	5
Fatal Traffic Accident	1
Fingerprinting—Criminal Off.	1
Fingerprinting—Non Criminal	2
Found Property	6
Fraud—Confidence Game	1
Fraud—Illegal Use Credit Card	1
Fraud—Impersonation	1
Illegal Possession of Alcohol	1
Information	9
Internet/Text Harassment	1

Offense Description	Total
Intoxication	1
Juvenile Problem	4
Larceny—From Auto	1
Littering/Illegal Dumping	2
Medical Emergency	1
Mental Health Evaluation	5
Mental Health Issues/Check	10
Missing—no foul play indicated	2
Neighborhood dispute	2
Noise Disturbance	3
OAS/Habitual Offender	1
OAS—Infraction	2
Other Police—In State	1
Overdose drugs/alcohol	1
Parking Violation/Obstructing	3
PD—Traffic Accident	38
PI—Traffic Accident	2
Property Check Requested	6
Property Damage non-vandalism	2
Public Relations—Talk	2
Rape	1
Records Check	24
Referred to MDEA	1
Resist/Fail to Submit—Arrest	1
Road hazard	4
Robbery	2
School Detail	1
Search Warrant	2
Serve Protection Order	3
Serve Subpeona	3
Sex Offender Registration	3
Shoplifting	8
Simple Assault	6
Speed enforcement detail	2
Stranded motorist	1
Stray cat or dog	9
Suspicious person/ MV/ Incident	35
Synthetic Narcotic—Possession	2
Telephone Harassment	1
Traffic Accident—Non Reportable	1
Traffic Control Detail	1
Traffic Offense Summons	4
Trafficking—Schedule W	2
Trespassing	30
Underage Drinking Detail	1
Underage Drinking Offense	1
Unmanned Aerial Vehicle	1
VIN Inspection	6

Management Team Reports—April 2023

Phone: 207-667-2168  
 Fax: 207-667-4908  
 Email: gmoshier@ellsworthmaine.gov

Glenn Moshier, Police Chief

# PUBLIC WORKS

---

## Patching

- Crewmembers are continuing with patching potholes. They have been filling in potholes at least once a week, every week, this month.

## Grading

- We have continued to grade Nicolin Road, Winkumpaugh Road and Happytown Road due to the impact of rain and traffic

## Miscellaneous Duties

- The crew continues to clear/clean up blown down trees in/on City roads.
- The crew has installed the remaining floats for the Harbor.
- The crew has removed the multiple sand barrels and stands and stored them away until next winter.
- The crew assisted the Water Department with a water leak on Central Street and Water Street.
- We have temporarily assumed additional responsibilities for the Wastewater Department, loading a tractor trailer with sludge once a week.

## Spring Time Duties

- We have cleaned up the following cemeteries: Old Burial Ground Cemetery on State Street, Wilson Cemetery on Winkumpaugh Road, the Happytown Cemetery, Fullerton Cemetery off the Spindle Road and Jordan Cemetery off the Beechland Road.
- We have cleaned up the following parks: Knowlton Park, Harbor Park, Innovation Center, Merrill Park, S.K. Whiting Park, Moore Community Center, Red Bridge swimming area, Green Lake swimming area, City Hall lawn and the Soldiers' Memorial Park on Bridge Hill, as well as the basketball courts and we have installed the sound curtains at the courts.
- We are picking up trash from the following locations bi-weekly: The walking trail, Main Street, Harbor Park, Knowlton Park, Demeyer Fields, Green Lake Boat launch and Ellsworth's public forest.
- We are sweeping the streets in two shifts, along with the tractor sweeping the intersections and out of town roads.

## Mechanical Repairs

- Repairs to the equipment trailer: replaced brake shoes and wheel seal along with replacing burned out lights.
- Preventative maintenance on both Volvo and John Deere loaders.
- Preventative maintenance on the lawn mowing equipment with repairs to the mowing decks and changing blades.
- Preventative maintenance on Truck #52.
- Repaired broken snap ring on trackless sweeper.
- Replaced the shanks and teeth on the digging bucket for the backhoe as well as repairing the steering column.
- Repaired Truck #30: removed and replaced seized pins on spring hangers.
- Reconfigured battery cables and installed a shut off switch on Truck #37.
- Repaired coolant leak on Truck #44.
- Replaced the brooms on trackless.

---

1 City Hall Plaza  
Ellsworth, ME 04605

Lisa Sekulich, Public Works Director  
Adam Wilson, Highway Foreman

Phone: 207-669-6619  
Fax: 207-667-4908  
Email: [awilson@ellsworthmaine.gov](mailto:awilson@ellsworthmaine.gov)  
[lsekulich@ellsworthmaine.gov](mailto:lsekulich@ellsworthmaine.gov)



*Management Team Reports— April 2023*

# *HARBOR DEPARTMENT*

---

- The Harbor opens for the season on May 15th. The department looks forward to welcoming two Deputies.
- The Public Works Department has installed the remaining floats and cleaned up the park area.
- The applications have been coming in. Vacancies are not expected this season!

Type of Fee	Amount Collected
Moorings	\$2250.00
Floats	\$2599.00
Shore Access Dock	\$4356.00
Slips	\$12970.00
Outer Moorings	\$40.00
Kayaks	\$500.00
Float Moorings	\$50.00
Extended Season	\$140.00
Total	\$22905.00

---

1 City Hall Plaza  
Ellsworth, ME 04605

Phone: 207-667-6311  
Fax: 207-667-4908  
Email: [awilson@ellsworthmaine.gov](mailto:awilson@ellsworthmaine.gov)

Adam Wilson, Harbormaster

*Management Team Reports— April 2023*



# Tax Office

## April 2023

### Sue McLean, Tax Collector

- Attending Leadership Hancock County Class
- Process Daily Teller cashup in Trio and Munis
- Processed Daily Audit cashup in Trio
- Process abatements & supplemental bills
- Respond to e-mails and voice messages
- Applied Water/Sewer payments in Munis
- Worked on past due notices for Personal Property Tax bills
- Answered questions about tax bills and applied payments
- Worked with Keenan Auction Co when auction completed
- Covered the counter when busy and/or when Ginny and Deana were out.

### Ginny Derise, Deputy Tax Collector

- Processed daily Teller cashup in Trio and Munis
- Processed Daily Audit cashup when Sue was out of office
- Applied Water/Sewer payments in Munis
- Process Tax payments received by mail or in person
- Separated daily mail and disperses it to correct department boxes
- Processed motor vehicle registrations and tax payments
- Answered questions about tax bills
- Scanned daily closeouts, teller closeouts, MV registrations and reports, and credit/debit card receipts
- Processed BMV weekly report
- Processed and sent out Wasteworks (solid waste) monthly statements
- Worked on new filing system for tax liens.

### Deana Workman, Deputy Tax Collector

- Primary Tax Clerk
- Process daily Teller cashup in Trio
- Process Tax payments received by mail or in person in Trio
- Separate daily mail and disperse it to correct department boxes
- Processed motor vehicle registrations
- Reviews online payments for lien payoffs
- Receives Water/Sewer payments
- Handles quit claim deeds and liens before taking to Registry of Deeds.  
Picks up lien discharges from Registry of Deeds and updates real estate accounts with book and page.

## Upcoming-May 2023

### Sue McLean, Tax Collector:

- Attend Leadership Hancock County Class
- Process Daily Teller cashup in Trio and Munis
- Process Daily Audit cashup in Trio
- Process abatements & supplemental bills
- Respond to e-mails and voice messages
- Apply Water/Sewer payments in Munis
- Work on past due notices for Personal Property Tax bills
- Work on real estate lien notices
- Answer questions about tax bills and applied payments
- Covered the counter when busy and/or when Ginny and Deana were out.

### Ginny Derise, Deputy Tax Collector

- Process Daily Teller cashup in Trio and Munis
- Process Daily Audit cashup when Sue is out of the office.
- Apply Water/Sewer payments in Munis
- Process Tax payments received by mail or in person
- Separated daily mail and disperses it to correct department boxes
- Processed motor vehicle registrations and tax payments
- Answered questions about tax bills
- Scan daily closeouts, teller closeouts, MV registrations and reports, and credit/debit card receipts
- Process BMV weekly report
- Process and send out Wasteworks (solid waste) monthly statements
- Work on new filing system for tax liens.

### Deana Workman, Deputy Tax Collector

- Primary Tax Clerk
- Process daily Teller cashup in Trio
- Process Tax payments received by mail or in person in Trio
- Separate daily mail and disperse it to correct department boxes
- Process motor vehicle registrations
- Review online payments for lien payoffs
- Receive Water/Sewer payments
- Handle quit claim deeds and liens before taking to Registry of Deeds.
- Pick up lien discharges from Registry of Deeds and updates real estate accounts with book and page.
- Work on new filing system for tax liens

1 City Hall Plaza  
Ellsworth, ME 04605

Phone: 207-667-2563  
Fax: 207-667-4908  
Email: [smclean@ellsworthmaine.gov](mailto:smclean@ellsworthmaine.gov)

Sue McLean, Tax Collector

*Management Team Reports—April 2023*



# WASTEWATER DEPARTMENT

---

## **April 2023**

- We have expended a significant amount of effort and funds to modify the treatment plant so that we can ship our Bio Solids directly to Canada. We have shipped our first load and it went pretty well. We continue to work on completing our modifications as well as ironing out the kinks with the new process handling set up.
- I have submitted my budget and met with the City Manager and others requested changes have been made and now it awaits the budget workshop.
- We are ramping up for the Water Street project materials are starting to arrive.
- We continue to meet with Woodard & Curran on moving forward with the High Street Pump Station Upgrade.
- We have a broken Water line under our parking lot that we are exploring repair options.

## **Preview of May 2023**

- Working Water St. pump station project and High Street pump station project.

---

1 City Hall Plaza  
Ellsworth, ME 04605

Phone: 207-667-7315  
Fax: 207-667-4908  
Email: [mharris@ellsworthmaine.gov](mailto:mharris@ellsworthmaine.gov)

Michael Harris, Wastewater Superintendent

*Management Team Reports— April 2023*



# *WATER DEPARTMENT*

---

## **Departmental Activities:**

- EnviroGrant Committee meeting.
- Met with City staff and staff from Jackson Lab for updates on the Ellsworth facility.
- Met with MMA, City owned properties.
- Budget workshop.
- Weekly meetings with the Public Works Director.
- Safety committee meeting,
- Pre TRT and TRT meetings.
- Teri Swanson.
- MWUA Legislative committee meetings.
- Water Dept. Sanitary Survey.
- Met with Public works Dir. To discuss the Branch Lake Dam safety railing.
- Met with members of Woodard & Curran to discuss the Surry Rd. project and Treatment Plant. Met on another date to discuss Oak St.
- Significant leak on Water St.

4 Final Reads

28 Dig Safe tickets.

9 Meter install or water turn on.

---

1 City Hall Plaza  
Ellsworth, ME 04605

Phone: 207-667-8632  
Fax: 207-667-4908  
Email: [rwinslow@ellsworthmaine.gov](mailto:rwinslow@ellsworthmaine.gov)

Reginald Winslow, Water Superintendent

*Management Team Reports— April 2023*

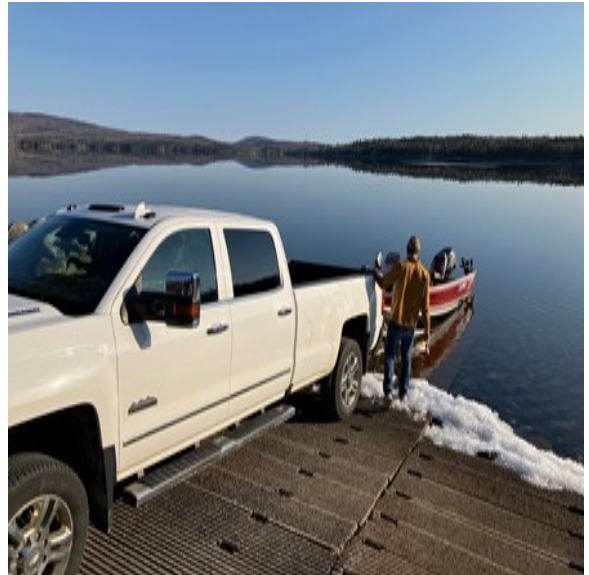


# WATERSHED STEWARD

---

## Lake Watershed & Branch Lake Tasks

We monitored & managed Branch Lake Outlet dam gates, removed debris from the dam gate screens & recorded water levels in April. We are maintaining the water level in Branch Lake approximately two feet lower than summertime levels to facilitate a temporary dam repair scheduled for May 15, 2023. In response to the significant springtime rains, we are releasing more water than wintertime through multiple dam gates. At the end of April, the lake level was 4.8 feet above the dam base (our target level).



The first angler to launch at Branch Lake this year managed to land a salmon for his efforts (see photo on right). Our inspection crew is on site at the launch most days of the week; though the state park hosts that were scheduled to be here this spring experienced medical issues and cannot assist this year, we will be fully staffed shortly. Most of our staff is returning from last year, and we have interest from others who may assist us this year. Maintenance of our sheds and equipment at Branch & Green Lakes is ongoing; our boat & trailer pressure washing station intake at Branch Lake may need to be modified to reach Branch Lake if our dam repair job does not allow for timely lake level rise to normal elevation this spring.

We met with the new Lamoine State Park manager, Mr. Kevin Miller, and reviewed the license we hold to manage the Branch Lake State Park boat launch area. We also discussed the State Park host program, and the host recreational vehicle sites & utilities that the city of Ellsworth built for the State. We outlined the purpose of Ellsworth building the three RV sites (hosts performing courtesy boat inspections at the Branch Lake launch) and Ellsworth paying for the electricity & sewer bills for these sites. Though our Spring host couple will not be staying with us this year, we have another host couple scheduled to arrive in July. We have pumped out the host site(s) holding tank and the potable water system is operational.

---

1 City Hall Plaza  
Ellsworth, ME 04605

Phone: 207-667-2155  
Fax: 207-667-4908  
Email: [jwedin@ellsworthmaine.gov](mailto:jwedin@ellsworthmaine.gov)

John Wedin, Watershed Steward

*Management Team Reports—April 2023*

